

INFORMATION PAPER

SUBJECT: Talking Points for Supervisors: JTF CapMed Regional Classification Review

Talking Point 1: Reason for the study:

--The unprecedented merger of three Service-specific medical treatment facilities into two hospitals requires a total review of position descriptions (PDs) for employees assigned to the two Medical Treatment Facilities (MTFs). This is because many jobs changed with the creation of the MTFs and many PDs are old and need to be validated in light of the new work/environment.

Talking Point 2: Objectives of the Study:

--The objectives of this study are to:

--ensure employees are assigned to accurate and current PDs;

--ensure that employees doing essentially the same duties are classified consistently across the region;

--ensure that to the maximum extent possible adverse impact to employees is avoided or mitigated; and

--implement generic standardized PDs in as many occupations and organizational settings as possible.

Talking Point 3: How the study will be done:

--In many cases, employees' supervisors will review current job descriptions to determine if these are accurate and complete. When they are not, supervisors will revise position descriptions and submit them to the classification study team. Using existing PDs as "templates" will be encouraged as it avoids starting from scratch and will ensure the study is accomplished expeditiously.

--In other cases, working groups of subject matter experts will do the initial review. An example of such a group is the one that has been convened to review Nurse job descriptions across the region.

--The results of both kinds of reviews will be the development of generic, standardized job descriptions whenever possible and the creation of individual, more customized jobs cases where we have unique or one-of-a-kind jobs.

--After classified job descriptions are approved by the appropriate supervisors/managers, employees will be assigned to the new descriptions. Implementing the new PDs will be done as they are completed.

Talking Point 4: Expected outcomes of the study:

--In the majority of cases, we expect employees will not have a change in their classification (either title, occupational series or grade) when the new PDs are implemented.

--It is also anticipated that the study will result in creating new PDs that will represent upgrades for some employees and/or the competitive filling of vacant positions. At this point it is impossible to be specific about the number and type of jobs that will be in this category.

--The CJTF has a policy in place that requires that alternatives and options be explored to avoid adverse impact to employees' grades. Supervisors and managers will be deeply involved in exploring these options and in making decisions on which option is selected.

--If an employee is downgraded, he/she will receive all entitlements that Federal employees get when their jobs are classified to a lower grade. Among these are grade and pay retention. At the enclosure is a short paper on both grade and pay retention that supervisors should review and become familiar with. More detailed information can be obtained from Stephanie Rainey, the Director of the Civilian Human Resources Center and/or her designee.

Talking Point 5: Timing and timelines:

--The plan of action we have developed calls for the job descriptions of about 4,000 employees to be reviewed by the end of December, 2012. This is an aggressive schedule and will entail cooperation and dedication of the part of many people to accomplish.

--The classification study team leaders have met with the JTF CapMed and MTF leadership and have outlined how we will begin the classification review in their organizations. We are in the process of finalizing the timing of specific organizational and/or occupational reviews, although we have already begun the study in some organizations.

Talking Point 6: Classification Study Team members:

--Leslie McGlothlin, CHR advisor to the J1 is leading this study. Classification specialists assigned to the Civilian Human Resources Center (CHRC) and augmented by other classifiers as the workload demands round out the team. Employees should direct their questions to their supervisors who will elevate them to the Study Team members.